

Collections Content Management Project

Time-limited (TL) position, \$22/hr, 29-40 hours per week until June 30, 2021, with the possibility of a 3-6 month extension.

Interested parties should send a resume and cover letter to htak@utah.gov by 12:00 pm on 2/15/2021.

Art Collection Digital Content Coordinator Job Description

The Art Collection Digital Content Coordinator will be responsible for two projects related to the digital content of the arts collection.

Project 1:

Coordinator will collect all spreadsheets, reports, research and photographs related to the art collections in Utah's school districts; organizing it and entering information into the content management system (Salesforce-based artApp) used by the Utah Division of Arts & Museums.

This work will include resizing and formatting digital images, adding image metadata, reformatting research documents, inputting data, performing quality control checks and running reports.

Approximately 2,500 artworks will be documented and entered into the CMS. Basic data entry takes approximately 10 minutes per object totaling 417 hours of work, or 52 full-time work days. Additional time may be necessary in gathering information about collections whose inventories are in process or are incomplete.

Project 2:

Coordinator will work with internal arts collection managers and specialists, as well as external partners, to review current digital holdings. This will include reviewing digital content in the Digital Asset Management System, Rosetta, as well as digital content on cloud-based and hard drives, and the Salesforce-based CMS, artApp. Coordinator will be responsible for assessing, renaming, organizing, and making recommendations to the arts collection team about managing the digital collection and any

necessary next steps.

Qualifications

The Coordinator will possess experience in organizing and inputting data and in managing and working in database programs with a keen attention to detail. They will also be able to manipulate, manage and create metadata for photographs.

Most work can be done remotely, but will require some physical days with the collections at the State's Art Collection Storage Facility in Salt Lake City, Utah.